

LAKE BARCROFT VILLAGE, INC.

Minutes of the Board of Directors Meeting  
March 13, 2014

Attending: Carol Bursik, Ann Cook, Dawn Donald, George Erikson, Dale Gianturco, Larry Golfer, Harriette Kinberg, Nancy Mattson, Adele Neuberg, Carl Neuberg, Julie Uritus, India Walsh, and Clyde Williams.

Carl called the meeting to order at 3:08 pm at the Mason District Governmental Center.

Minutes: The Board reviewed the minutes of the February 17 meeting. Minutes were approved with one correction.

Treasurer's Report: Dawn reported that we had modest expenses in the month of February. About \$500 was received as income, and \$2,600 was paid out for expenses. The Mardi Gras party organized by Louise Ziebell brought in donations of \$1,400 so far. The checking account balance was \$62,942.53 at the end of last month.

The Profit and Loss Budget Performance and the LBV Membership Tabulations were sent to the Board members and committee chairs prior to the meeting. Dawn will send out the 2014 budget shortly. It was suggested that a summary of the budget, perhaps with pie charts, would be useful to explain to the members how our money will be spent.

Village Coordinator's Report: Julie distributed her report showing that we have 82 members, with 3 renewals in February. There are 78 approved volunteers. There will be a Newcomers Open House on March 23 at Lark Lovering's home to acquaint new residents from the past two years with the groups active in the Lake. Julie and Dawn will represent the Village and hand out materials describing the organization and services. Julie will be meeting with an Eagle Scout candidate regarding a possible project for Village members.

It was noted that the total number of volunteer hours we perform on behalf of the Village is reported to the IRS on Form 990 each year. We need to keep track of the time we spend on direct services to members and indirect services to the Village and pass that information on to Julie on a monthly basis.

Committee Reports

*Programs (Nancy):* On March 20 the shuttle will provide transportation for members to the Mall museums. Happy Hour will take place at the Mandelbergs on the 22<sup>nd</sup>, and on the 27<sup>th</sup> there will be a dinner outing to La Granja de Oro followed by the Providence Players production of "The House of Blue Leaves."

In April the following events are on the calendar: Silver Foxes men's lunch at Phillips Flagship on the 1<sup>st</sup>; a technology session on transferring photos presented by Don Webb on the 9<sup>th</sup>; co-ed lunch at Bamian Restaurant on the 15<sup>th</sup>; shuttle service to the Mall on the 24<sup>th</sup>; and Happy Hour back at Terry Stone's home on the 26<sup>th</sup>. "Preventing the 911 Call," the first session associated with The Notebook, will take place on April 29 from 10:00-noon at the Mason District Center.

A May 13 dinner at the National Press Club will be open to members, friends, and neighbors at a cost of \$45 plus drinks, tax, and tip.

A comment was made at the Board meeting that some people are uncomfortable with the title of Happy Hour for our monthly socials on Saturday evening. Ann has offered to gather more information and take it back to the Program Committee for consideration.

*Communications (Larry):* The committee continues to submit articles on the Village for the LBA Newsletter each month. Elaine Lindstrom has developed a graphic to show what is going on in LBV that will appear in the next newsletter. Traffic on the web site is low, so the committee is looking into ways to push information via email but using a format that looks like a web page. Constant Contact charges a fee for their toolkit, which packages this service, but it may be something to consider. The brochure is in final stages of preparation and will be available soon.

*Membership (Harriette):* A brainstorming session on February 23 at Nan Brent's home began with a viewing of the NBC Nightly News video on villages. Questions designed to gauge what the invited participants know about LBV prompted a good discussion of what is available through the Village. Adele made follow-up calls and learned that several guests are waiting for associate membership to become connected to the Village, while a few others would like to be on the mailing list.

The committee is preparing to do more small group gatherings to help our members get to know one another and to encourage them to bring non-members into the Village. The events will be organized by section, and hosts will select their guests from an updated LBA listing of residents age 65 and over. Members who bring new folks to the Village will be able to take advantage of the Get a Member/Get a Month offer.

A new initiative will be Sunday night dinners every other month to provide information about the Village to prospective members. Guests will be people who are LBV volunteers but not yet members and other prospective members. The Neuberg and Uritus families will kick this off by hosting one dinner each.

A member all-call will occur before the next Village meeting on March 17 as a reminder. A follow-up call will take place for members who miss the quarterly meeting to tell them about new LBV services and ask them to be involved in recruiting new members.

*Fund Raising (Adele):* Plans are underway for our second auction to be held sometime in the early fall. Adele, Debra Lee, and Diane Kilbourne are co-chairing the event with support from seven teams assigned to various functional areas. Debra analyzed the work involved in the 2013 auction and then created a matrix of teams and tasks required to handle all of the details. The Physical Site Team is researching possible venues; site availability will have an impact on the date selected. The Auction Committee will require lots of help the day of the event. Two critical vacancies right now are the co-Team Leaders for the Auction Event Team, who will recruit volunteers, recommend the auctioneer(s), and coordinate auction logistics.

*Volunteers/Services (India):* The committee met on Tuesday. Several new services will be announced to members:

- a daily house-watch service for people who are out of town or on vacation;
- a check-in for members who live alone and want to receive a phone call or make a call to someone on a daily basis;
- a phone tree based on neighborhoods for weather emergencies--members would opt-in for a check-in and follow-up from someone who lives within two blocks of their house.

A wine-and-cheese party is planned to recognize the work volunteers have done over the past year. A survey will go out in advance of the party to query volunteers regarding their skills and willingness to participate in new services.

Julie and Moya will be meeting with Fairfax County on how to arrange for training on assisting members with bill paying, medical note-taking, and respite for caregivers who need to run errands or be away from the house for a short period of time.

Business:

*Associate Membership:* Carl said that Stuart is ready to present the ad hoc committee's proposal at the Village meeting on March 17 and to provide information collected on villages in the metropolitan area regarding an associate membership category.

*Nominations Committee:* Bios of the five candidates running for the Board went out by email, along with a ballot. Members may vote in advance of the March 17 meeting, vote on the night of the meeting, or assign a proxy to vote on their behalf. Ballots will be counted and the results announced at that meeting.

The Board discussed at some length the election process, particularly with regard to making sure that only authorized members cast a ballot and ensuring that no authorized member votes more than once. The ballots were distributed by email and no controls, such as numbering schemes or other identifiers, were used to mark legal ballots.

**Motion:** Ann moved and George seconded that Stuart, Bruce Meigs, and Susie Hall be appointed as inspectors of election, who will count the ballots. Motion passed.

**Motion:** Ann moved and Clyde seconded that all individuals voting at the Village meeting sign a statement that they have not previously cast a ballot by mail to the Village office. Motion passed.

Ann volunteered to write up the election procedures for future use.

*Village Meeting Program:* Following the presentation on associate membership, there will be an open discussion of the proposal and any changes that members would like to see made. Attendees will have a reasonable amount of time to raise concerns and ask questions. No vote will take place at this meeting.

**Motion:** Ann moved and Dale seconded that we notify our members that there will be another chance for open discussion of associate membership at least four weeks before the final proposal is put to a vote on June 16. The proposal will be disseminated before the second discussion meeting. Motion passed.

*Annual Report:* Dawn is taking the lead on preparation of the report. She asked that all committees submit a summary of their activities over the past year for inclusion.

Carl asked that the Board members review the position descriptions for officers and get back to him with any updates. Likewise, committees should look over their roles and responsibilities, which are posted on the web site, and inform him of any revisions.

Carl thanked the Board for their positive work in the first operational year of the Village. We achieved a revenue increase of 20% and ensured that programs, services, and communications were working well.

The meeting adjourned at 5:00 pm.

Respectfully submitted,

Carol J. Bursik, Secretary